

PERFORMANCE PLAN – ADMINISTRATIVE AND SUPPORT STAFF

This should be filled by both the Appraiser and the Appraisee. At the beginning of each assessment period, the Appraiser and Appraisee will agree on the key outputs for the assessment period. The means by which performance shall be measured (Performance Indicators) and the minimum level of performance (Performance targets) for each output shall be agreed upon. If in the course of the assessment period, other activities are assigned to the Appraisee, the outputs related to the activities should be agreed upon and included immediately or at least before the end of the assessment period. It is recommended that the maximum of outputs for each assessment period should not exceed 10.

Key performance outputs (Minimum five, maximum ten)	Performance Indicator (How will results be measured)	Performance targets (An agreed minimum level of performance)	Means of verification	Rating
Total				80%

Name of appraisee: Signature:Date:

Name of appraiser: Signature:Date: